

House District _____

Senate District _____

**THE TWENTY-FOURTH LEGISLATURE
HAWAII STATE LEGISLATURE
APPLICATION FOR GRANTS & SUBSIDIES
CHAPTER 42F, HAWAII REVISED STATUTES**

Log No: 109-0

For Legislature's Use Only

Type of Grant or Subsidy Request:

☒ GRANT REQUEST – OPERATING

☐ GRANT REQUEST – CAPITAL

☐ SUBSIDY REQUEST

"Grant" means an award of state funds by the legislature, by an appropriation to a specified recipient, to support the activities of the recipient and permit the community to benefit from those activities.

"Subsidy" means an award of state funds by the legislature, by an appropriation to a recipient specified in the appropriation, to reduce the costs incurred by the organization or individual in providing a service available to some or all members of the public.

"Recipient" means any organization or person receiving a grant or subsidy.

STATE DEPARTMENT OR AGENCY RELATED TO THIS REQUEST DEPT. OF LABOR & INDUSTRIAL RELATIONS, OFFICE OF COMMUNITY SERVICES

AND PROGRAM I.D. NO. _____

1. APPLICANT INFORMATION:

Legal Name of Requesting Organization or Individual:
Honolulu Community Action Program (HCAP)

Dba: _____

Street Address: 33 S. King Street, Suite, 300, Honolulu, HI 96813

Mailing Address: SAME

2. CONTACT PERSON FOR MATTERS INVOLVING THIS APPLICATION:

Name JOY BARUA

Title Director of Finance

Phone # (808) 447-5416

Fax # (808) 521-4538

e-mail joyb@hcapweb.org

3. TYPE OF BUSINESS ENTITY:

- ☒ NON PROFIT CORPORATION
☐ FOR PROFIT CORPORATION
☐ LIMITED LIABILITY COMPANY
☐ SOLE PROPRIETORSHIP/INDIVIDUAL

4. FEDERAL TAX ID # [REDACTED]

5. STATE TAX ID # [REDACTED]

6. SSN (IF AN INDIVIDUAL): _____

7. DESCRIPTIVE TITLE OF APPLICANT'S REQUEST:

HOMELESS OUTREACH PROGRAM

(Maximum 300 Characters)

8. FISCAL YEARS AND AMOUNT OF STATE FUNDS REQUESTED:

FY 2008-2009 \$ 100,000.00

9. STATUS OF SERVICE DESCRIBED IN THIS REQUEST:

- ☐ NEW SERVICE (PRESENTLY DOES NOT EXIST)
☒ EXISTING SERVICE (PRESENTLY IN OPERATION)

SPECIFY THE AMOUNT BY SOURCES OF FUNDS AVAILABLE AT THE TIME OF THIS REQUEST:

STATE \$ 0

FEDERAL \$ 0

COUNTY \$ 0

PRIVATE/OTHER \$ 0

TYPE NAME & TITLE OF AUTHORIZED REPRESENTATIVE:

[REDACTED]
AUTHORIZED SIGNATURE

JOAN P. WHITE / EXECUTIVE DIRECTOR
NAME & TITLE

1/30/08
DATE SIGNED

ORIGINAL

I. BACKGROUND AND SUMMARY

1. Description of the applicant's background

There has been over 40 years of dedicated Honolulu Community Action Program service to end the cycle of poverty for the Oahu Ohana through community action.

The Waianae District Center can truly become a One- Stop- Shop for all of the human service needs of low income families on the Leeward Coast. The Waianae District Center has the potential to be the focal point of the Leeward Community for all of the human service needs. As a one- stop- shop, the Waianae District Center will have the resources to help hundreds of families achieve the dream of being self sufficient. HCAP will allow other non- profit agencies to offer services through HCAP facilities because there are other valuable services that HCAP does not currently provide but is invaluable to clients. HCAP will use these partnerships to collaborate for the greatest good of low income families. The Waianae District Center will be a central location from preschoolers going to Head Start to young adults preparing for job readiness to seniors getting needed medical services. HCAP has taken the lead in providing a multipurpose facility that includes amenities like playground equipment, computer labs, meeting rooms, toilet facilities, and areas for case management in addition to providing space for other non-profits to use to service clients.

Honolulu Community Action Program, Inc. (HCAP) is a private, non-profit 501(c)(3) community action agency. Our mission is POI: to Provide Opportunities and Inspiration to enable low-income families and communities to achieve self-reliance. We believe in Community Action that provides the opportunities for volunteering to end the cycle of poverty. For example, Oahu Head Start has over 1,000 volunteers every month dedicated to promoting education in preschoolers.

With our staff of 450 employees and over 8,000 volunteers, HCAP operates with a budget of approximately twenty million dollars consisting of federal, state, county and private funds. Annually, more than 200,000 clients receive services on Oahu. Over 30,000 requests for assistance come through the Waianae District Office.

HCAP has five district centers; Central District in Aiea, Kalihi-Palama District in Honolulu, Leahi District in Honolulu, Leeward District in Waianae, and the Windward District in Kaneohe. HCAP services are designed to alleviate the social, emotional and economic stress so often associated with poverty. The six main HCAP programs encompass;

- Community Development and Advocacy
- Early Childhood
- Employment
- Education
- Economic Development
- Emergency and Transitional Programs

2. Goals and objectives related to the request

The goal of the Homeless Outreach Program (HOP) is to provide targeted outreach and increased the provision of critical services to the homeless population in the Leeward area. Relevant objectives are highlighted as follows:

- Provide targeted outreach to homeless population through staff deployment
- Increase access to a wide-array of programs and services designed to stabilize living conditions
- Empower the homeless with training and skill-development opportunities to enhance to their employability

3. State the public purpose and need to be served

The public purpose is to address the needs of the homeless population in the Leeward area through targeted outreach and programming efforts.

Leeward homeless statistics are unfortunately rising to critical levels. Waianae is seeing the worst effects of the homeless epidemic on Oahu:

- As of 2006 there were approximately 6,000 homeless in Oahu. 1,500 homeless are believed to be from the Leeward area.
- Around 70% of the 1,500 homeless on the Leeward Coast beaches are Native Hawaiian
- 25% of Oahu's foster children are from Waianae
- 80% of foster children in Waianae have a history of homelessness

HCAP is fully aware of the needs of the Leeward community. HCAP has found upon reviewing the needs assessments the following statistics for the Leeward Coast. The following are highlights of findings:

- 16.35% unemployment rate
- 25.05% of adults over 25 years old do not have a high school diploma
- 38.65% of families live at or below the poverty level
- 12.83% projected increase in the growing need for preschool capacity over the next 5 years

A recent community awareness conference showed that there were several root causes of homelessness. These include: lack of supportive housing/housing assistance programs; insufficient income to meet the high cost of living in Hawaii; and lack of health and supportive services. HCAP wants to minimize the impact of these factors and assist homeless families and those families at risk of being homeless.

The public purpose served in the long-run will therefore be to decrease the amount of public funds used to service the homeless and/or at-risk of homelessness, and help return these families to self-sufficiency.

4. Describe the target population

The target population will be homeless in the Leeward area, particularly families. Emphasis will be placed on initially providing emergency and

stabilization services to facilitate improving the life conditions of these families through access to employment and related support services.

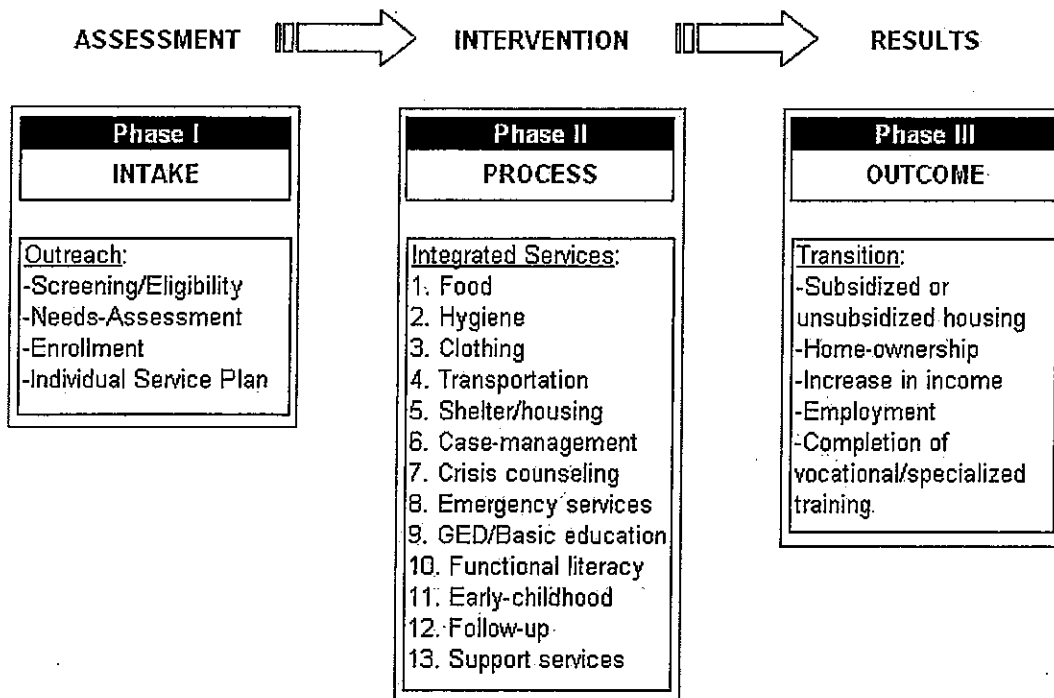
5. Describe the geographic coverage

The geographic are of coverage will be the Leeward Coast with specific concentration on targeting those areas with highest homeless population density.

II. **SERVICE SUMMARY AND OUTCOMES**

1. Describe the scope of work, tasks and responsibilities

The Homeless Outreach Program (HOP) will offer a wide array of programs and services to the homeless population in the Leeward area. Program activities will initiate with targeted outreach in the Leeward area through the deployment of staff to areas known to have high homeless population density. The initial goal of outreach would be to identify and create a demographic profile of each of sites with homeless population such as parks, beaches, streets, etc. Accordingly, case management staff will deploy themselves with assistance from community and other service providers to initiate needs-assessment of the homeless clients. This will be followed by appropriate service-delivery. A table highlighting the service delivery approach is illustrated on the following page:



Proposed annual outputs and outcomes relevant to the Homeless Outreach Program are highlighted in the table below:

Deliverables	Indicators
<u>Outputs:</u> <ol style="list-style-type: none"> 1. Targeted outreach to sites 2. Staff deployment 3. Training services 4. Referral services 	<ol style="list-style-type: none"> 1. Outreach to <u>3</u> targeted sites 2. Off-site weekly outreach 3. At least <u>5</u> training related services availed 4. At least <u>3</u> referral sources utilized for ancillary support services
<u>Outcomes:</u> <ol style="list-style-type: none"> 1. Total homeless individuals served 2. Families receiving emergency assistance 3. Families utilizing support services 4. Individuals utilizing job and other life-skills training services 5. Families assisted with housing needs 	<ol style="list-style-type: none"> 1. At least <u>50</u> homeless individuals served in a year 2. At least <u>25</u> families will receive emergency assistance 3. At least <u>25</u> families will utilize support services 4. At least 20 individuals will utilize one or more training services 5. At least <u>25</u> families will be assisted with housing needs

2. Timeline

Activities	Timeline
<u>Outreach & Intake:</u> <ul style="list-style-type: none"> — Staff assignment — Program planning — Program dissemination 	Months 1 – 3 (Ongoing)
<u>Service Delivery:</u> <ul style="list-style-type: none"> — Emergency — Support — Training — Housing & Stabilization 	Months 2 – 12
<u>Outputs & Outcomes:</u> <ul style="list-style-type: none"> — Tracking client progress — Referrals — Needs-assessment (reassessment) 	Months 6 – 12
<u>Evaluation & Reporting:</u> <ul style="list-style-type: none"> — Monthly staff meetings — District Council & Board — State 	Quarterly

3. Quality Assurance and Evaluation

1. Audit and Financial Management

For more than 40 years HCAP has effectively and efficiently managed grants, funds and donated contributions to meet the growing needs of local recipients and their families. HCAP's "leadership" management design provides dual internal and external oversight of grant funds to ensure program objectives are met within the grant award framework. The result is an achievement of excellence to implement and maintain "best business practices".

Internally, HCAP's governance role is through promoting "leadership" at all levels. HCAP's "leadership" program provides oversight and accountability beginning with the Board of Directors, Executive Director, Chief Financial Officer, managers and staff personnel for fund program performance objectives.

HCAP "leadership" management provides:

- Governance for policy and procedures to maintain program objectives
- Strategic direction
- Fund Development
- Technology to support program objectives
- Staff training
- Communication
- Staff empowerment to "do the right thing"

Governance for policy and procedures to maintain program objectives is achieved through implementing and reviewing accounting practices in accordance with generally accepted accounting principles.

The internal accounting control processes have been established to safeguard the assets and to ensure reliability of the financial records. HCAP's internal controls for fund transactions provide:

- Authorization and approval
- Documentation and accurate recording
- Computer security
- Budget development for each grant to establish expense guidelines
- Segregation of staff duties
- Arm's length business arrangements are mandated
- Cash receipt and deposit separation
- Bank statement review and reconciliation completed and audited timely
- Accounting policies and processes are in writing and reviewed annually
- Bond coverage for staff

These processes include:

- * Financial and accounting policies and procedures which are:
 - in compliance with A-122, A-133 and grantor regulations; applicable to the following:
 - property control
 - payroll (personnel cost reports)
 - financial reporting
 - budgeting
 - cash receipt and disbursement
- * Funds management policies and processes are as follows:
 - Establish and maintain separate accounting and related records for each contract with a budget in accordance with generally accepted accounting principles
 - Periodic preparation of financial statements
 - Cash flow process is initiated following the registration of the contract
 - Program expenditure report is generated for budget cost analysis on a periodic basis and for reporting purposes
 - Senior accountant(s), under the direction of the CFO, are assigned to each fund contract to ensure compliance in all areas.

- Fiscal, program, and other staff as required comprise fund management teams that meet on a regular basis to review program objectives, discuss and implement program improvements.
- Expenses are obligated and expensed under the terms of the fund contract
- Cash payments are authorized by fiscal and program management to ensure program compliance and payment integrity.
- Budget submission by fund including any amendments or revisions must be signed by the requesting program manager and approved with signature required by the Executive Director.

* HCAP's Board of Directors provides the governance, strategic direction and fund development to ensure program compliance for each fund with continued assessment of recipient's needs for program changes.

* Technology provides the tools to accurately track the detail of expenditures and revenues for cost benefit analysis and for reporting purposes.

- A fund accounting computer system was purchased and implemented in April 2005 to ensure compliance and accurate reports of each fund.

* HCAP provides education and training to staff on related fund topics. Educational funds are available to staff for educational purposes for career development.

* Communication is encouraged and welcomed in HCAP at all levels. Regular department meetings as well as cross sectional meetings are held to discuss current and future topics. Fund issues, objectives, and program criteria are discussed with time line resolutions for action.

In addition to internal governance, external compliance is performed by external examiners. The external audits are performed by both independent auditors and grantor monitors. An organization-wide audit is conducted annually by a certified public accounting firm in accordance with applicable auditing standards which meets the A-133 Standards for Audit of Governmental Organizations, Program, Activities, and Functions.

Audits include but are not limited to an examination of the internal control system affecting the expenditure of grant funds, statements, reports and schedules. The most recent audit was conducted for the fiscal year ending March 31, 2007. Grantor monitoring is performed on a scheduled (e.g. Head Start every three years for a week with a team of 10 monitors) and unscheduled basis. All grantor monitor recommendations and findings are followed through with a corrective action plan with timeline, accountability and reporting.

HCAP's financial management has developed into a simple and effective structure that ensures compliance with both state and federal regulations with demonstrated flexibility to redirect operational programs on short term notice for the benefit of grant recipients.

4. Monitoring for Quality Control

a. Grant Management

All grants are managed in accordance with HCAP's mission statement, which is to provide opportunities and inspiration to enable low income families and communities to achieve self-reliance. Grant management, including but not

limited to program operations, review of systems, contract management, reports, compliance with equal employment opportunity and grievance procedures, is the responsibility of the Coordinator. The Executive Director and the Chief Financial Officer are responsible for ensuring compliance with all contract requirements.

b. Program Operations

The Chief Financial Officer is responsible for updating financial management policies and procedures. The Executive Director and Director of Community Services review program management policies and procedures. HCAP's Administrative Policies and Procedures Manual ensure program quality and consistency throughout the agency.

III. FINANCIAL

1. Budget Forms (see attached).
2. Anticipated quarterly funding requirements for the Fiscal Year 2008-2009

Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total Grant
\$30,000	\$30,000	\$20,000	\$20,000	\$100,000

IV. EXPERIENCE AND CAPABILITY

A. Necessary Skills and Experience

HCAP has been serving Oahu's communities since 1965. During this time, HCAP has developed different skills, programs and experiences to assist the most underprivileged families. Currently, HCAP offers a wide-range of programs designed to help low-income people on Oahu overcome the impact and cycle of poverty.

The following highlights HCAP's experience in programs relevant to self-sufficiency:

Program:	Out-of-School Youth Program
Contracting Agency:	Department of Community Services
Address:	715 South King Street, Suite 311, Honolulu, HI 96813
Telephone:	527-5311
Dates:	2000 - present
Description:	The program provides out-of-school youth, ages 14-21, with pre-employment preparation, education, skills training, counseling and job placement.
Contact:	Deborah Morikawa, Director
Program:	In-School Youth Program
Contracting Agency:	Department of Community Services
Address:	715 South King Street, Suite 311, Honolulu, HI 96813
Telephone:	527-5311
Dates:	2003 - present

Description: The program provides in-school youth, ages 14-21, with pre-employment preparation, education, skills training, counseling and job placement.

Contact: Deborah Morikawa, Director

Program: Employment Core Services for Low-Income Persons/ Employment Related Services for Low-Income Persons (Families Are Working)

Contracting Agency: Department of Labor and Industrial Relations, Office of Community Services

Address: 830 Punchbowl Street, Room 420, Honolulu, HI 96813

Telephone: 586-8675

Dates: 1997 - present

Description: The program provided employment services to low-income residents of including intake, assessment, service planning, employment preparation, job acquisition and maintenance.

Contact: Keith Yabusaki, Program Administrator

Program: Senior Community Services Employment Program

Contracting Agency: Department of Labor and Industrial Relations, Workforce Development Division

Address: 830 Punchbowl Street, Room 329, Honolulu, HI 96813

Telephone: 586-9262

Dates: 1974 - present

Description: The program provides low-income, older workers, aged 55 and over with subsidized work experience in nonprofit organizations and with unsubsidized job placement.

Contact: Yvonne Chong, Program Specialist

Program: WorkLinks One-Stop Center at Makalapa Community Center

Contracting Agency: Department of Community Services

Address: 715 South King Street, Suite 311, Honolulu, HI 96813

Telephone: 527-5311

Dates: 2000 - present

Description: As part of a consortium of agencies, the program operates a one-stop employment center at Makalapa Community Center to provide a variety of employment and training resources at a single location.

Contact: Deborah Morikawa, Director

Program: Employment/Job Readiness Services

Contracting Agency: Department of Labor and Industrial Relations, Office of Community Services

Address: 830 Punchbowl Street, Room 420, Honolulu, HI 96813

Telephone: 586-8675

Dates: 1995 - present

Description: The program provides pre-employment services to low-income residents of including intake, assessment,

service planning, assistance with removal of employment barriers, building motivation and self-esteem and job coaching.

Contact: Len Oyama, Program Specialist

Program: Business Development

Contracting Agency: Department of Labor and Industrial Relations, Office of Community Services

Address: 830 Punchbowl Street, Room 420, Honolulu, HI 96813

Telephone: 586-8675

Dates: 2000 - present

Description: The program provided training and technical assistance in entrepreneurship to low-income residents of including intake, assessment, service planning, micro-enterprise classes and assistance with starting up a small business.

Contact: Len Oyama, Program Specialist

B. Facilities

The proposed Homeless Outreach Program (HOP) will be situated at HCAP's Waianae District Center, which is ADA accessible. Additional details are provided as follows:

Location of Project Site: Waianae
Census Tract: 97.01
Tax Map Key Number: (1) 8-5-002:012
Street Address: 85-555 Farrington Highway
Waianae, Hawaii 96792-2354

V. PERSONNEL; PROJECT ORGANIZATION AND STAFFING

1. Proposed Staffing, Staff Qualifications, Supervision and Training

Proposed staff will include the Executive Director, the Director of Community Services, (District) Program Managers and program staff.

Executive Director Joan P. White will provide direction and oversight of unrestricted operating funds. Prior to joining HCAP, she served in variety of administrative positions over the last 25 years, including: Executive Director of Hawaii Uninsured Project; Hawaii Institute for Public Affairs; Board Executive of Temporary Board of Trustees; Long Term Care Financing Act 245; U.H. College of Social Science; Vice President of Healthcare Association of Hawaii; Executive Director of YWCA of Oahu; and Administrator for Planning and Development at Straub Clinic and Hospital. She has an MBA from Chaminade University.

Val Tavai, Director of Community Services has extensive experience working with communities, designing programs and services for the low-income. She has worked in Southwest Baltimore, concentrating on community revitalization projects for the Sisters of Mercy in the midst of extreme poverty and violence. Known for its dangerous streets in the TV show "Homicide," Southwest Baltimore is home to the House of Mercy where Val spent seven years working

with families and youth in crisis, developing programs and projects to build and stabilize their communities.

Val has over fifteen years working with non-profits in Hawaii, Los Angeles, New York and Baltimore. Most of her professional career has been spent advocating for the indigent, as well as indigenous groups. She is a practitioner of conflict resolution and has worked diligently to train different communities in the issues of race and class throughout the country. Val believes the best job she ever had was being a second-grade teacher in South Bronx, New York, because it taught her more about people than any other job ever has.

Val graduated from St. Francis High School in Honolulu. She attended Loyola Marymount University in Los Angeles where she graduated with a B.A. in Communication Arts. She earned her Masters degree in Public Administration from the University of Hawaii – Manoa.

Andra Batts, Leeward District Center Community Service Program Manager, went to school at Ferrum College, in Virginia. She has been at the Leeward District Center for 1 year. She says, "HCAP has to meet the needs of the community. As the community changes so will the district. We will help the homeless population and the low income families as much as possible."

2. Organization Chart

HCAP Organizational Chart and the Homeless Outreach Program Organizational Chart are to be found under Attachments.

VI. **OTHER**

A. Litigation

None.

B. Licensure or Accreditation

Not applicable



ATTACHMENTS

BUDGET

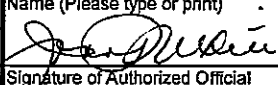
Period: 07/01/08 to 06/30/09

Applicant/Provider: Honolulu Community Action Program, Inc.

RFP No.: Homeless Outreach Program

Contract No. (As Applicable):

Date Prepared: 1/28/08

BUDGET CATEGORIES	Budget Request (a)	Admin (b)	Support (c)	Program (d)
A. PERSONNEL COST				
1. Salaries	50,676	15,396		35,280
2. Payroll Taxes & Assessments	6,868	2,087	0	4,781
3. Fringe Benefits	9,122	2,772	0	6,350
TOTAL PERSONNEL COST	66,666	20,255	0	46,411
B. OTHER CURRENT EXPENSES				
1. Airfare, Inter-Island				
2. Airfare, Out-of-State				
3. Audit Services				
4. Contractual Services - Administrative	144	144		
5. Contractual Services - Subcontracts	500	500		
6. Insurance				
7. Lease/Rental of Equipment				
8. Lease/Rental of Motor Vehicle				
9. Lease/Rental of Space	0			0
10. Mileage	3,222			3,222
11. Postage, Freight & Delivery	103			103
12. Publication & Printing				
13. Repair & Maintenance	0			0
14. Supplies	3,945			3,945
15. Telecommunications	1,020			1,020
16. Contractual Services-Subcontracts				
17. Utilities	2,400			2,400
18. Independent Audit				
19. Contractual Services-Admin				
20. Staff Training				
PROGRAM ACTIVITIES				
21. Contractual Services	0			
22. Participant Support	12,000			12,000
23.				
24.				
25.				
TOTAL OTHER CURRENT EXPENSES	23,334	644	0	22,690
C. EQUIPMENT PURCHASES	10,000			10,000
D. MOTOR VEHICLE PURCHASES				
TOTAL (A+B+C+D)	100,000	20,899	0	79,101
SOURCES OF FUNDING		Budget Prepared By: Lorna Viemes 531-4531 Name (Please type or print) Phone  Signature of Authorized Official Date Joan P. White, Executive Director Name and Title (Please type or print)		
(a) Budget Request	100,000			
(b)				
(c)				
(d)				
TOTAL REVENUE	100,000	For State Agency Use Only Signature of Reviewer Date		

BUDGET JUSTIFICATION

Applicant/Provider Honolulu Community Action Program, Inc.

RFP No.: Homeless Outreach Program

Period: 07/01/08 to 06/30/09

Date Prepared: 1/28/08

Contract No. (As Applicable):

POSITION NO.	POSITION TITLE	FULL TIME ANNUAL SALARY A	FULL TIME EQUIV FTE		% OF TIME BUDGETED	SALARY BUDGETED			
			B	C		TOTAL A x B x C (a)	ADMIN (b)	SUPPORT (c)	PROGRAM (d)
	Program Coordinator	35,280	1.00	1.00	1.00	35,280			35,280
	Community Service Manager	42,012	1.00		0.05	2,101	2,101		
	Community Worker	25,212	1.00		0.10	2,521	2,521		
	Community Worker	25,212	1.00		0.10	2,521	2,521		
	Director of Com. Programs	60,600	1.00		0.10	6,060	6,060		
	Senior Accountant	44,448	1.00		0.03	1,333	1,333		
	Accounts Payable	28,656	1.00		0.03	860	860		
TOTAL:						50,676	15,396		35,280

JUSTIFICATION/COMMENTS:

BUDGET JUSTIFICATION
PERSONNEL: PAYROLL TAXES, ASSESSMENTS, AND FRINGE BENEFITS

Applicant/Provider: Honolulu Community Action Program, Inc.
RFP No.: Homeless Outreach Program
Contract No. (As Applicable):

Period: 07/01/08 to 06/30/09

Date Prepared: 1/28/08

TYPE	BASIS OF FRINGE ASSESSMENTS	% OF SALARY	ASSESSMENTS BUDGETED			
			TOTAL	ADMIN	SUPPORT	PROGRAM
PAYROLL TAXES & ASSESSMENTS:			(a)	(b)	(c)	(d)
7.65% Social Security	50,676	7.65%	3,877	1,178		2,699
0.00% Unemployment Insurance (Federal)	As required by law	As required by law				
3.05% Unemployment Insurance (State)	50,676	3.05%	1,546	470		1,076
1.45% Worker's Compensation	50,676	1.45%	735	223		512
1.25% Temporary Disability Insurance	50,676	1.40%	710	216		494
SUBTOTAL:			6,868	2,087		4,781
FRINGE BENEFITS:						
Health Insurance	50,676	10.00%	5,068	1,540		3,528
Retirement	50,676	8.00%	4,054	1,232		2,822
Tax Shelter Annuity	50,676	0.00%	0	0		0
SUBTOTAL:			9,122	2,772		6,350
TOTAL:			15,990	4,859		11,131
JUSTIFICATION/COMMENTS:						

Applicant/Provider: Honolulu Community Action Program, Inc.

RFP No.: Homeless Outreach Program

Contract No. (As Applicable):

Period: 07/01/08 to 06/30/09

Date Prepared: 1/28/08

Form SPO-H-206H(effective 10/01/98)

BUDGET JUSTIFICATION OTHER COSTS

Applicant/Provider: Honolulu Community Action Program, Inc.

RFP No.: Homeless Outreach Program

Contract No. (As Applicable):

Period: 07/01/08 to 06/30/09

Date Prepared: 1/28/08

DESCRIPTION	AMOUNT	ADMIN	SUPPORT	PROGRAM COSTS	JUSTIFICATION/COMMENTS
(A)	(a)	(b)	(c)	(d)	
Supplies	3,945	0		3,945	Cost of materials necessary for the performance of the contract
					such as office supplies (paper goods, pens, staples, etc.) and
					janitorial items (rubbish bags, cleaning solutions, hand towels,
					etc.), program supplies, graduation supplies and xerox copies.
Telecommunications	1,020			1,020	Telephone and internet service.
Postage	103			103	Postage supplies.
Participant Support	12,000			12,000	Bus passes, clothes,
Utilities	2,400			2,400	Share in the utilities.
TOTAL:	19,468			19,468	

BUDGET JUSTIFICATION CONTRACTUAL SERVICES - ADMINISTRATIVE

Applicant/Provic Honolulu Community Action Program, Inc.
RFP No: Homeless Outreach Program
Contract No. (As Applicable):

Period: 07/01/08 to 06/30/09

Prepared: 1/28/2008

NAME OF ORG OR INDIVIDUAL	SERVICES PROVIDED	TOTAL BUDGETED	ADMIN	SUPPORT	PROGRAM	JUSTIFICATION/COMMENTS
Ceridian	Payroll Service	144	144			Payroll Service Fees
To be decided	Consultant	500			500	Consultant Services
TOTAL:		644	144		500	

**BUDGET JUSTIFICATION
EQUIPMENT PURCHASES**

Applicant/Provider: Honolulu Community Action Program, Inc.
RFP No: Homeless Outreach Program
Contract No. (As Applicable):

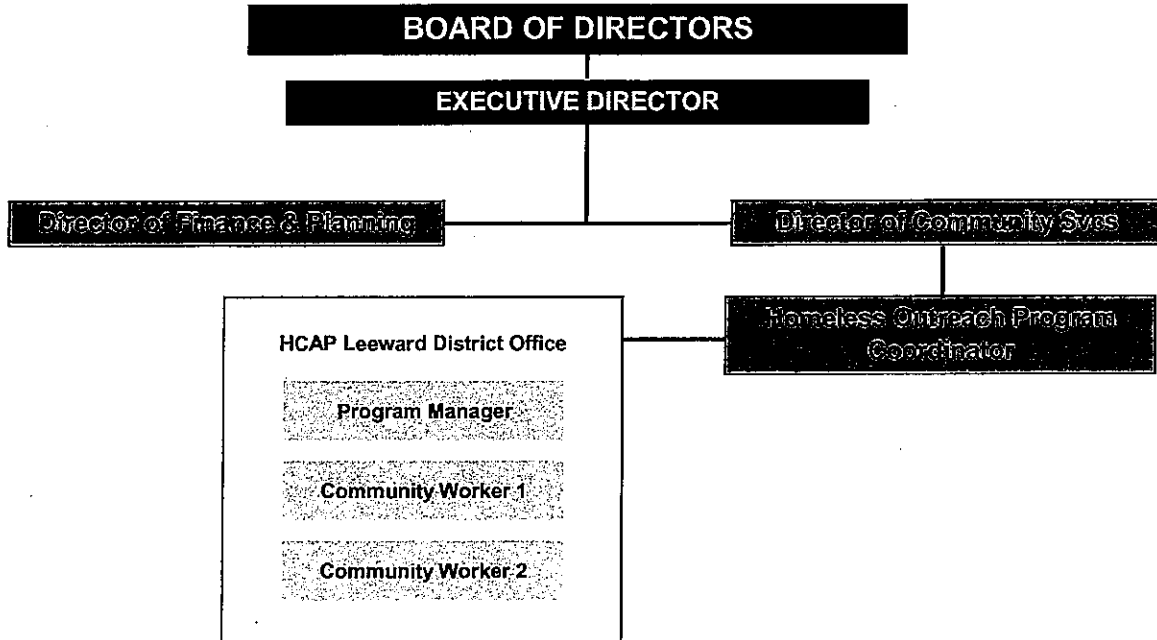
Period: 07/01/08 to 06/30/09

Prepared: 1/28/08

DESCRIPTION OF EQUIPMENT	NO. OF ITEMS	COST PER ITEM	TOTAL COST	TOTAL BUDGETED
Computer	1	5,000	5,000	5,000
Database Software	1	5,000	5,000	5,000
			10,000	
JUSTIFICATION/COMMENTS:				

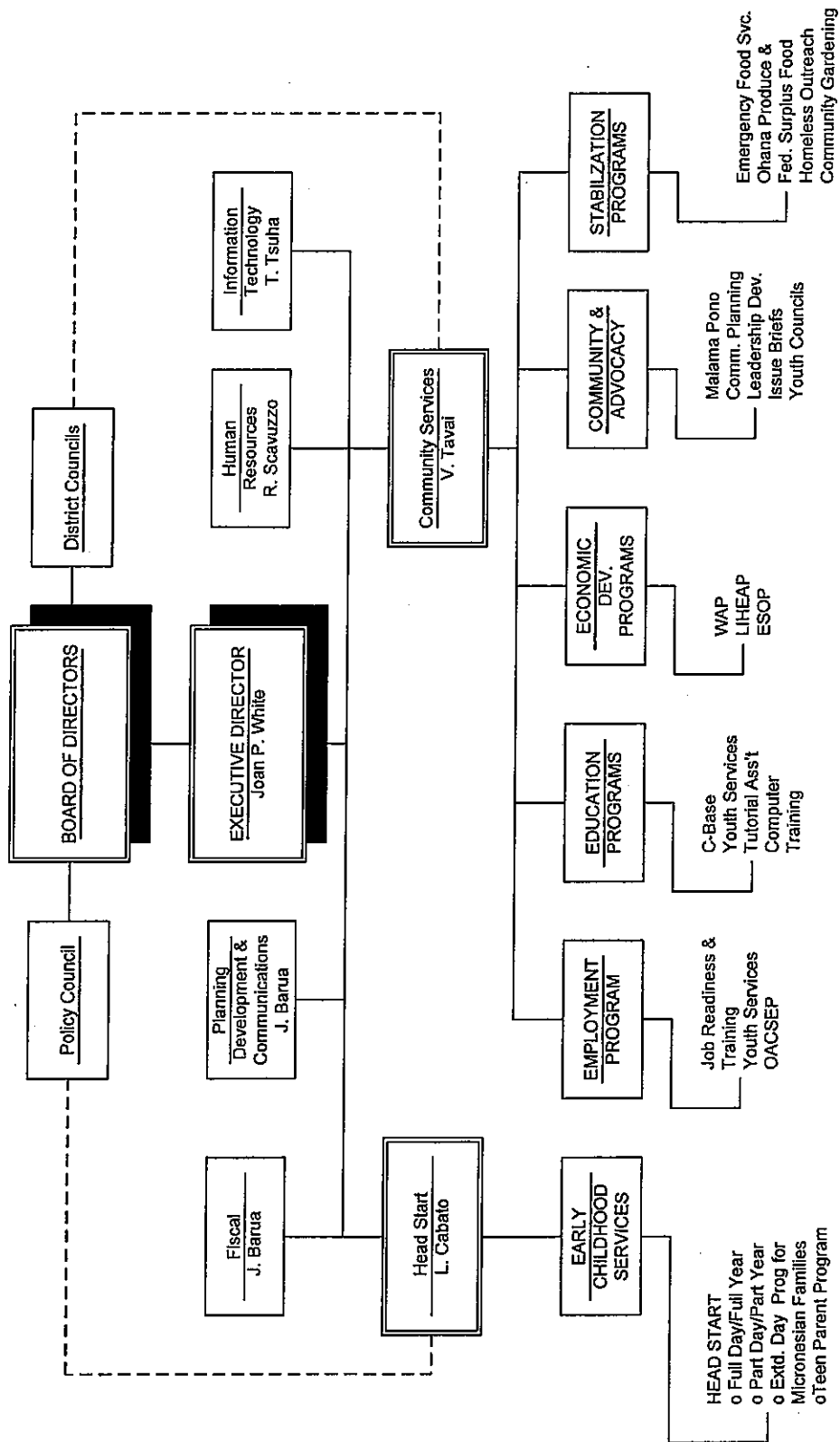
HOMELESS OUTREACH PROGRAM

PROGRAM CHART



HONOLULU COMMUNITY ACTION PROGRAM, INC.

January 9, 2008



**DECLARATION STATEMENT
APPLICANTS FOR GRANTS AND SUBSIDIES
CHAPTER 42F, HAWAII REVISED STATUTES**

The undersigned authorized representative of the applicant acknowledges that said applicant meets and will comply with all of the following standards for the award of grants and subsidies pursuant to section 42F-103, Hawaii Revised Statutes:

- (1) Is licensed or accredited, in accordance with federal, state, or county statutes, rules, or ordinances, to conduct the activities or provide the services for which a grant or subsidy is awarded;
- (2) Comply with all applicable federal and state laws prohibiting discrimination against any person on the basis of race, color, national origin, religion, creed, sex, age, sexual orientation, or disability;
- (3) Agree not to use state funds for entertainment or lobbying activities; and
- (4) Allow the state agency to which funds for the grant or subsidy were appropriated for expenditure, legislative committees and their staff, and the auditor full access to their records, reports, files, and other related documents and information for purposes of monitoring, measuring the effectiveness, and assuring the proper expenditure of the grant or subsidy.

In addition, a grant or subsidy may be made to an organization only if the organization:

- (1) Is incorporated under the laws of the State; and
- (2) Has bylaws or policies that describe the manner in which the activities or services for which a grant or subsidy is awarded shall be conducted or provided.

Further, a grant or subsidy may be awarded to a non-profit organization only if the organization:

- (1) Has been determined and designated to be a non-profit organization by the Internal Revenue Service; and
- (2) Has a governing board whose members have no material conflict of interest and serve without compensation.

Further, the undersigned authorized representative certifies that this statement is true and correct to the best of the applicant's knowledge.

Honolulu Community Action Program (HCAP), Inc.

(Typed Name of Individual or Organization)

1/31/2008

(Signature)

(Date)

Joan P. White

Executive Director

(Typed Name)

(Title)